

Minutes for the Paul Memorial Library Meeting Held on December 7, 2021.

Open meeting: 6:55

Members attending: Win Fream, Jack Parnham, Carl Heidenblad, Brendan Johnston,

Accepted meeting notes from last meeting : 11/15/21.

Treasurer Report:

- General fund: \$19,444.23 Oct Statement
- Donation account \$3,136.46 Oct Statement
- Petty Cash Drawer: \$121.63
- Monthly manifest: \$1,929.92

Directors Report:

- Staff evaluations- Carl to talk to staff. Trustees unanimously agreed to add Cori's work hours from home on Halloween decorations to her weekly totals.

Budget update:

- No question on the FY22 budget at meeting with BOS
- Discuss staff and budget planning.

Friends update:

- No update

Covid-19 Plan Update:

- Omicron Update/ Considerations.
- **Ask patrons to wear a mask.**
- **Limit the number people in the library.**
- Phase III. (current Status)
 - Service on normal hours.
 - Continue curbside
 - Open up Library. If it is too many folks at once we ask some to wait.
 - Patron Mask preferred but not required.
 - Cleaning- Weekly with Cathy Divine.

New Business / General Items:

- Trustees and Director to review the library policy binders.
- Staff meeting (via zoom?)
- Win made a motion to give year end bonuses to Director and Staff:
Carl Heidenblad: \$550, Brittney Thompson: \$350 and Cori Caputo: \$350. The motion was seconded and unanimously approved by the Board.
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- Vision- WHATS NEW at the library?
 - History
 - Staffing
 - Programming
 - Vision
 - Funding
- Elections: Win Fream to run for reelection in 2022.

Events

- Staff luncheon?
- Concerts?

Maintenance

- Granite steps- Need Repair. \$2300 for repairs.

Landscaping outside-

- No update
- Need to trim bushes and tree out front.

Sign out front-

- No update
- Quote received from timberline signs.

Community garden.

- No Update-

Basement / general clean up-

- Needs thinning out-

Wish list, projects, etc-

- Programing- on going.
- Sign out front.
- Granite steps.
- Move Book drop
- Landscaping

Meeting Close: 7:34

Next meeting: 1/10

Respectfully submitted,
Jack Parnham